



Finance Committee Meeting Minutes

January 3, 2013 7:00 PM, Community Room

Tyngsborough Town Hall

Tyngsborough, Massachusetts

Members: Robert Mullin, Chairman Linda Geyer
Darryl Wickens Scott Hammer
Chris Mellen, Vice Chair (not in attendance)

Attendees: Michael Gilleberto, Town Administrator
Nina Nazarian, Assistant Town Administrator
Kerry Colburn-Dion, Town Treasurer
Sue Arthur, Director of the Library, Bill Lekas, Library Trustee
Ann Conant, Library Trustee, Will Shambley, Library Trustee
Barbara Roche, Director of Elder Services
Phil O'Brien, Council on Aging Committee
Kevin O'Connor, Interim Veteran's Agent
Rick Reault, Board of Selectman
Allen Crusadaen, Board of Selectman
Corliss Lambert, Board of Selectman

1. Open Session 7:05 pm

Motion to come into session: Linda Geyer
Motion Second: Darryl Wickens
Vote: 4-0-0

2. Review and Discuss proposed FY2014 Library Department Budget

Sue Arthur explained how their budgets need to be appropriated to meet the MAR State Requirements. The budget of \$325,452 was a slight increase of last year's budget staying within the 2 and ½ % increase over a three year average. Focus this year was on staffing with a small sum for a 10 hour per week assistant. The library is open 40 hours per week and a concern is that there is not adequate cover for five of those hours per week plus the need to coverage as two staff members will be retiring and a new person will be make it easier to meet the

requirement of 3 person coverage at all time. The bulk of Replacement equipment costs were made in 2013 freeing up some budget funds for the addition of this part time assistant.

Ann Conant said that in the future they will budget for vacations separately so they can assure that the 3 person coverage is always maintained. Bill Lekas pointed out that 6,000 patrons visit the library every month on average.

Current actual costs are running approximately 50% of the total budget of FY2013.

3. Review and Discuss proposed FY2014 Council on Aging Department Budget

Director Barbara Roche pointed out that the FY2014 budget is in line with prior years. Minimal change of less than \$2,000 over the bottom line was due to collective bargaining changes in salaries from the end of last year. Any capital changes are awaiting the possibility of a new community center.

4. Review and Discuss proposed FY2014 Veterans Service Budget

Kevin O'Connor discussed the Veteran's budget as being level service without much change the overall projected expenses over last year. The largest expenditure line item is the Veterans Benefits line which will remain roughly \$300,000. This would be in line with past years Veterans benefits.

Kevin reminded us that this line item is reimbursed at 75% by the state in the form of local aid.

5. Review and approve meeting of December 13, 2012

Minutes of the December 13th, 2012 were reviewed and approved
Linda Geyer motioned to approve, seconded by Scott Hammer. Approved 4-0-0

6. Next meeting set for January 10, 2012 at 7:00 in the Community Room

7. Adjournment: 8:30pm

Motion to adjourn:	Linda Geyer
Motion Second:	Darryl Wickens
Vote:	4-0-0